



Exceptional Family Member Program PCS Checklist

- ✓ **Ensure your EFMP enrollment is current.** EFMP enrollment is required to be updated every three years. If your enrollment is expired, or will expire prior to your arrival at your next duty station, it is a good idea to update your enrollment now. Contact the EFMP Case Coordinator/Special Needs Advisor at 706-787-9300/9310. EFMP medical is located at Eisenhower Army Medical Center, Family Medicine Clinic, Room 110/109.
- ✓ **HAND CARRY copies of your EFMP enrollment forms.**
- ✓ **HAND CARRY copies of medical records** pertaining to the special needs of your Family member and the services they require.
 - If your Family member is on a specific treatment plan, a treatment summary from your current provider may be helpful in ensuring continuity of treatment at your new duty station.
- ✓ **HAND CARRY a copy of your child's Individualized Education Plan (IEP),** 504 plan, and/or any evaluations conducted at your child's school, and a summary of educational activities and performance for the current or past year (if applicable). Please be aware that records may be located in more than one area of the school so be sure to ask for all records related to your child.

Before you PCS, please call or stop by the ACS EFMP office in order to out process. You must clear EFMP in person if you are enrolled in EFMP so that we can contact the EFMP Manager at the gaining command prior to your departure from Fort Gordon. At that time, we can also address any housing and community support needs you may have so that your move can be the best for you and your Family.

Fort Gordon Army Community Service
Exceptional Family Member Program
Command Support Center, Bldg 35200,
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Program Manager: 706-791-1918

System Navigator: 706-791-9707

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